

STAFFORD COUNTY SCHOOL BOARD

Agenda Consideration

TOPIC: Proposed Regulation 2-37 -
Community Use of School Facilities

ITEM NO: 13D

PREPARED BY: André A. Nougaret
Assistant Superintendent for
Support Services

MEETING DATE: July 11, 2006

ACTION DATE: N/A

INFORMATION ONLY: July 11, 2006
June 20, 2006

ACTION REQUESTED BY THE SUPERINTENDENT: That the School Board receive for information a new Regulation 2-37.

KEY POINTS:

- ◆ The 2004 efficiency study identified the cost saving benefits to be incurred from the restructuring of facility use procedures and a revised facility use fee structure.
- ◆ At present there are five (5) regulations (2-38, 2-40, 2-41, 2-42 and 2-43) governing the Community Use of School Facilities. These regulations have not undergone revision for some time.
- ◆ In the fall of 2004, a Policy/Regulation Review Committee was formed comprised of: school administrators (representative from each level), Director of Parks and Recreation, Administrative Assistant, Department of Safety, Security and Risk Management and the Assistant Superintendent for Support Services.
- ◆ The final outcome of the Policy/Regulation Review Committee yielded a new regulation (R2-37). Regulation 2-40 was not included in this consolidated effort and remains unchanged.
- ◆ Several key revisions/additions are contemplated in the new Regulation 2-37. They are as follows:
 - One facility use fee structure (based on formula which considers actual utility costs, square foot of facility utilized and duration of activity);
 - Increased facility use fee structure;
 - Increased personnel fee structure;
 - Defined procedure with Parks and Recreation to ensure facility use fees as paid by “Non-profit Stafford County Recreational Organizations” are returned to the district’s Utility Account;
 - A 25% surcharge will be assessed for the commercial use of a facility not directly benefiting a school.
- ◆ Present facility users will adhere to their present agreed upon rate structure (facility and personnel) until the end of their existing contract expires (contracts cannot exceed one calendar year). All new facility use contracts commencing after July 11, 2006 will adhere to new policy and regulation requirements. A letter will be sent to all facility users after July 11, 2006 introducing the new fee structure and other relevant requirements to take affect at the end of current contract.
- ◆ It is recommended that the regulation undergo a review following one year of utilization

to address any unforeseen issues that may arise.

- ♦ **At their June 20, 2006 meeting, the School Board requested a listing of revenues generated from facility rental (Attachment 1). In addition, a comparison of current and proposed fees for Category III and IV users was requested (Attachment 2).**
- ♦ **While the facility use fee structure is derived from a formula which anticipates actual utility cost, a 50% reduction of facility use fees for Category III users (gym only) is contemplated in the latest regulation revision (Page 9, double underlined).**

SCHOOL BOARD GOAL: Provide facilities that promote student learning and community support.

FUNDING SOURCE: N/A

AUTHORIZATION REFERENCE: Bylaw 1-32 – Policy Adoption, Amendment & Suspension
February 2006

COMMUNITY RELATIONSCommunity Use of School FacilitiesA. Priorities for Use1. Generally

Nonschool related groups and organizations composed of citizens of Stafford County, may be permitted to use/rent school facilities provided that:

- a. The meetings or functions are of interest to the majority of the general community;
- b. Such meetings or functions are not regularly scheduled with use of school facilities.

2. Church Services

Nonprofit Stafford County religious organizations may be permitted to rent school facilities provided that:

- a. The scheduling of church services or functions is coordinated with and agreeable to school officials so as to avoid interference with school programs.
- b. The services or functions do not in fact interfere with any school activity, program, or the school learning environment as determined by school officials.
- c. Temporary accommodations can be made if a church is destroyed by fire, flood, etc. Such accommodation should be of a temporary duration until a more permanent building can be obtained.
- d. The parties shall enter into an agreement which shall provide for rental of school facilities over a period of up to one year. Said agreement shall be renewable annually up to a maximum of six years upon agreement of the parties. If during the sixth year of renting school facilities a religious organization shall be actively engaged in the construction phase of building its own facility and it is reasonably evident that completion of such construction cannot be accomplished prior to the conclusion of the sixth year of the rental agreement, then in that event the superintendent is authorized to renew such agreement on a monthly basis for a period of up to twelve months

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but not greater. The sum of all periods of time that any and all school facilities are rented, including rental of space in different school buildings shall be included in calculating the total time period that school facilities have been rented by an organization, which period shall not exceed six years except in the sole circumstance set forth above. By way of illustration, rental of space in three different school buildings each for two years shall equal a total of six rental years.

3. Political Rallies/Meetings/Forums

School facilities shall not be used for political one-party rallies or meetings.

Forums sponsored by nonpolitical community groups which feature multi-party candidates and whose purpose is for voter education shall not be restricted by this regulation.

B. Rules and Conditions

1. Nonschool Related Groups or Organizations

When nonschool related groups or organizations are permitted to use school facilities, the following rules and conditions shall be observed:

- a. One person representing the nonschool related group or organization shall assume personal responsibility to work with the principal or his/her designee and see that the group or organization he/she represents follows the policies, regulations and rules of the school board, relating to the use of school facilities.
- b. An employee of the school board or another person specifically approved and designated by the principal or his/her designee must be on duty whenever any school facility is used by an eligible group or organization. If outside the normal duty hours of the employee or another person specifically approved and designated by the principal or his/her designee, the

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using group or organization will pay the employee in accordance with established fees.

- c. Each group or organization using the school facilities shall be responsible for any damage done to facilities.
- d. The group or organization using the facilities shall accept responsibility for good order and, if necessary, provide for proper police and fire protection.
- e. School authorities shall have access to any meeting or activity held in or on school facilities.
- f. Any group or organization granted the use of school facilities may not use the cafeteria or kitchen unless some employee of the cafeteria staff is in charge of equipment.
- g. Food and refreshments may be sold only in the cafeteria or other areas of school buildings designated by the principal or his/her designee and shall not be carried out of these areas.
- h. Gymnasium shoes shall be required of all persons who use school gymnasiums. This rule does not apply to social dancing except that shoes which damage or mark the floor shall not be worn.
- i. No electrical equipment or appliances of any kind shall be brought to or used in any school building without approval of the principal or his/her designee.
- j. No using group or organization may, under any circumstance, adjust or change the setting of any electrical switch or control, including lighting, heating, or cooling system without approval of the principal or his/her designee.
- k. Putting up decorations or scenery, or moving furniture will be prohibited unless specific permission is granted by the principal.

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- l. Cotton batting, straw, inflammable tissue paper, dry leaves, trees or other highly inflammable materials shall not be used for decorative purposes. Nonflammable material may be used for special decoration in schools.
- m. No special equipment which is the property of the school division will be used by any group or organization unless specific approval has been granted by the principal or his/her designee.
- n. Community groups or organizations renting a school facility may use a school piano provided it is not moved. If it is desired to have the piano tuned, the request should be made to the principal or his/her designee who shall arrange to have the piano tuned at the expense of the group or organization using it.
- o. The use of tobacco in any form in a school building shall not be permitted. The use or possession of alcoholic beverages and illegal drugs are prohibited on school property. When the building is used by outside groups or organizations, it shall be the responsibility of the person holding the permit to see that this rule is enforced.
- p. When schools are closed due to inclement weather conditions or other emergency conditions, scheduled use of the facility will be cancelled. Activities may be rescheduled by the principal.
- q. Principal or his/her designee may specify rules for the use of special rooms or facilities.
- r. If school facilities are misused, the sponsoring group or organization will in the future be denied the privilege of using school facilities.

2. Use by School Employees

School facilities (i.e., auditorium, gymnasiums, career and technical classrooms/shops, science laboratories and athletic fields) are not to be used by school employees for personal or recreational activities during out-of-school

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hours. This regulation does not apply to student activities approved by the school administration and chaperoned by school staff members.

C. Application Process

1. Generally

An application (Appendix A) for the use of school facilities shall be obtained from, completed and submitted to, the school principal not less than ten (10) working days in advance of the requested usage date.

The form is to be completed and be accompanied by a check for any necessary fees.

The school principal will notify the requesting organization of approval or disapproval by completing the application and sharing the original with the organization.

No facility shall be considered reserved until the application has been signed by both parties and approved by the Assistant Superintendent for Support Services or his/her designee.

D. Fees

1. Generally

Groups applying to use school facilities for their activities usually fall into one of four categories as follows:

- Category I - Stafford County Parks and Recreation
- Category II - Governmental Agencies (e.g. Fire and Rescue, Sheriff, Social Services, etc) and chartered nonschool children and/or school age groups (e.g. 4-H, scouts, etc.).
- Category III - Non-Profit Stafford County Recreational Organization
- Category IV - Non-Profit Stafford County Church, Civic, Recreational and Community Organizations (Must have tax exempt, non-profit status)

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The following are guidelines to be adhered to by Stafford County school administrators in determining the use of school facilities by outside groups. Nothing in the guidelines absolves the building principal of the responsibility for the facilities under his/her charge. He/she may deny the use of the facilities in question to any group in any category. The group or organization whose request is denied by the principal may take his/her request to the Assistant Superintendent for Support Services.

a. **Category I** - Stafford County Parks and Recreation Department

School buildings will be made available at no charge to the Stafford County Parks and Recreation Department when not being used for school related activities or when the use of the facility will not create a hardship for the school. The Parks and Recreation Department will pay the cost of supervision by a school employee. When school personnel are not available for supervision activities, trained personnel recommended by the Recreation Department and approved by the principal will be used. The custodial fee will not be charged provided the building is left in a reasonably clean condition as determined by the principal.

Outdoor school facilities will be made available to the Parks and Recreation Department when not being used for school related activities or when the use of the facility will not create a hardship for the school. When the activity requires the use of the recreational lighting, the cost of the lighting will be paid by the Parks and Recreation Department (except in case of tennis courts, School Board pays). The Parks and Recreation Department will provide supervision and be responsible for policing the area at the culmination of the activity.

b. **Category II** - Governmental Agencies (such as Fire Department, Sheriff's Office, etc) and chartered nonschool children and/or school age groups (e.g. 4-H, scouts, etc.) located in Stafford County.

Areas within school buildings will be made available after school hours for **weekday** (Monday through Friday) meetings of a non-fundraising nature provided that the

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facility is not being used for school related activities and further provided that such use will not create a hardship for the school. Governmental agencies and chartered groups affiliated with national or state organizations shall **not** be charged a building usage fee for such meetings and generally shall **not** be charged a custodial fee provided that the building is left in a reasonably clean condition as determined by the principal. A fee for supervision services **shall** be charged if such services in the judgment of the principal must be provided by sole reason of that agency or group using school facilities on a particular day and time.

Areas within school buildings will be made available for weekend (Saturday and Sunday) meetings of a non-fundraising nature provided that the facility is not being used for school related activities and further provided that such use will not create a hardship for the school. Facility Use, custodial and supervision fees **shall** be charged for each weekend meeting.

In the event that inclement weather results in the closing or in the early dismissal of school, all activities shall be cancelled and the use of school facilities by any agency or group shall be cancelled during such period.

c. **Category III** - Non-Profit Stafford County Recreational Organizations

To be considered a non-profit organization, the organization may be required to provide proof of tax-exempt, non-profit status and furnish their appropriate tax exempt number. Non-profit Stafford County recreational organizations that **are not** sponsored by the Stafford County Parks and Recreation Department will be classified under this category.

The Stafford County Parks and Recreation Department shall be recognized as the **scheduling authority** and is authorized to charge an administrative/field usage fee for all non-profit Stafford County recreational organizations requesting the use of indoor and outdoor recreational facilities at all elementary, middle, and secondary schools

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with the school division. The Parks and Recreation Department is recognized as the scheduling authority and may charge personnel and field usage fees in accordance with their adopted fee structure. Facility use fees will be charged as outlined within this regulation. All Category III facility use fees are to be returned to the school division and will be deposited in the Utilities Account in the Stafford County Public School General Operating Fund.

Non-profit Stafford County recreational organizations requesting facilities for non-school related recreational programs shall contact the Stafford County Parks and Recreation Department to schedule available school recreational facilities.

d. Category IV - Non-Profit Stafford County Church, Civic and Community Organizations

To be considered a non-profit organization, a group may be required to provide proof of tax-exempt, non-profit status and furnish their appropriate tax exempt number. Any organization falling in this category will be assessed the appropriate fees for the use of school facilities. Category IV groups using the school facilities to raise funds, where all or a portion of the profits are returned to the school, may, with the approval of the principal, use the facilities without charge except for supervisory and custodial fees.

SCHEDULE OF FEES

1. The following fees shall be charged for use of facilities by using organizations or groups:

<u>Cafeteria (2 Hour Minimum)</u>	<u>Hourly Rate</u>
<u>Elementary School</u>	<u>\$ 95.00</u>
<u>Middle School</u>	<u>\$120.00</u>
<u>High School</u>	<u>\$125.00</u>

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<u>*Gym (2 Hour Minimum)</u>	<u>Hourly Rate</u>
<u>Elementary School</u>	<u>\$ 95.00</u>
<u>Middle School</u>	<u>\$120.00</u>
<u>High School</u>	<u>\$125.00</u>
 <u>Auditorium (2 Hour Minimum)</u>	
<u>Middle School</u>	<u>\$120.00</u>
<u>High School</u>	<u>\$125.00</u>
 <u>Classroom</u>	<u>\$ 25.00</u>
 <u>Parking Lot</u>	<u>\$ 50.00</u>

Fields

Stafford County Parks & recreation will establish field usage fees.

***Category III users will receive a 50% reduction in facility use fee for the gym only.**

These fees defray the cost of facility operation and are not related to the type of use. Therefore, the fees shall be uniform for all uses and users except those for whom the fees are waived as specified by this regulation. Fees are derived from a formula which considers actual utility costs, square foot of facility utilized and duration of activity.

2. For events open to the public and for which admission is charged, or for which fees are charged for participants a **25% surcharge** will be assessed for all facility use fees, not to include personnel costs.
3. The following fee schedule for personnel shall be applicable division-wide for community use of school facilities:
 - a. Generally, the supervision fee and the custodial fee will be applicable. Administrative staff cannot be paid for working as a supervisor.

<u>Supervision Fee</u>	<u>\$ 26.00 per hour</u>
<u>Custodial Fee</u>	<u>\$ 18.00 per hour</u>
<u>Cafeteria Work Fee</u>	<u>\$ 18.00 per hour</u>
<u>Security Staff Fee</u>	<u>\$ 18.00 per hour</u>
<u>Technician (Lightening/Sound)</u>	<u>\$ 18.00 per hour</u>

*Two hour minimum/one-half hour increments thereafter.

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- b. Some specific duties of the supervisor include:
- Visible at all times by the user group.
 - Ensure that users are admitted to the facility at the contract start time and leave at the contract ending time.
 - Provide information, assistance and direction to users.
 - Gather pertinent information and report incidents, damage and or breakage of property and equipment, injuries, unsafe practices or conditions, and security problems.
- c. Some specific duties of the custodian include:
- Available to the user group at all times during the activity.
 - Unlock and lock doors.
 - Operate ceiling lights.
 - Set up chairs/tables/pulling bleachers.
 - Normal clean-up.
- d. Security staff fees will be assessed for events open to the public as follows:
- | | |
|-----------------------------|-----------------------------|
| <u>Projected Attendance</u> | |
| <u>0 - 400</u> | <u>Two Security Staff</u> |
| <u>401 - 700</u> | <u>Three Security Staff</u> |
| <u>701 - 1,000</u> | <u>Four Security Staff</u> |
| <u>1,000 Plus</u> | <u>Five Security Staff</u> |
- e. The Principal will determine the need for other or additional personnel as listed on a case-by-case basis.
- f. All events/activities occurring outside of the school facility, on school grounds or in the parking lot will require appropriate supervision.

Editor's Note

See also School Board Policy #2-37.

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Comparison of Current/Proposed Fees

School Year (7/1/05-6/30/06)	Building/School	Fees Current Rate	Fees Proposed Rate
2005-06	Brooke Point High School	\$8,995.00	\$26,000.00
2005-06	Colonial Forge High School	\$24,175.00	\$52,875.00
2005-06	Mountain View High School	\$3,570.00	\$10,500.00
2005-06	North Stafford High School	\$1,160.00	\$5,000.00
2005-06	Stafford Senior High School	\$8,815.00	\$65,000.00
2005-06	Drew Middle School	\$2,400.00	\$9,000.00
2005-06	Gayle Middle School	\$4,945.00	\$26,640.00
2005-06	H. H. Poole Middle School	\$5,135.00	\$28,080.00
2005-06	Stafford Middle School	\$7,930.00	\$43,680.00
2005-06	Thompson Middle School	\$900.00	\$4,200.00
2005-06	Wright Middle School	\$2,975.00	\$12,600.00
2005-06	Barrett Elementary School	\$16,480.00	\$60,862.50
2005-06	Margaret Brent Elementary School	\$3,535.00	\$15,675.00
2005-06	Falmouth Elementary School	\$4,785.00	\$19,380.00
2005-06	Grafton Village Elementary School	\$300.00	\$380.00
2005-06	Hampton Oaks Elementary School	\$1,430.00	\$5,700.00
2005-06	Moncure Elementary School	\$12,795.00	\$41,135.00
2005-06	Park Ridge Elementary School	\$9,375.00	\$34,960.00
2005-06	Rockhill Elementary School	\$4,445.00	\$16,150.00
2005-06	Rocky Run Elementary School	\$150.00	\$190.00
2005-06	Stafford Elementary School	\$6,390.00	\$14,487.50
2005-06	Widewater Elementary School	\$8,460.00	\$31,255.00
2005-06	Winding Creek Elementary School	\$3,150.00	\$6,460.00
PROJECTED BUILDING FEES FOR 2005/06		\$142,295.00	\$530,210.00

Note: The projected fees are based on building contracts approved by the Assistant Superintendent, Dr. Andre' Nougaret. Ninety-nine (99%) percent of the projected fees outlined in the table above are associated with church rentals. .

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Comparison of Current/Proposed Fees

Church Group Category IV - 4 Hours - Cafeteria

Current Fee Schedule (Elementary & Middle Schools)

	Fees (4 hours)	Amount Deposited General Operating Fund	Amount Deposited School Use Activity Fund
Building Rental	\$95.00	\$0.00	\$95.00
Supervision	\$64.00	NA	NA
Custodial	\$40.00	NA	NA

Proposed Fee Schedule (Elementary Schools)

	Fees (4 hours)	Amount Deposited General Operating Fund	Amount Deposited School Use Activity Fund
Building Rental	\$380.00	\$114.00	\$266.00
Supervision	\$104.00	NA	NA
Custodial	\$72.00	NA	NA

AAU Non-Profit County Recreational Organizations - Category III - 4 Hours Parks & Rec Scheduling Authority

Current Fee Schedule (All School Gymnasiums)

	Fees (4 hours)	Amount Deposited General Operating Fund	Amount Deposited School Use Activity Fund
Building Rental	\$24.00	\$0.00	\$0.00
Supervision	Parks & Rec	NA	NA
Custodial	\$0.00	NA	NA

Proposed Fee Schedule (Elementary Schools)

	Fees (4 hours)	Amount Deposited General Operating Fund	Amount Deposited School Use Activity Fund
Building Rental	\$380.00	\$380.00	\$0.00
Supervision	Parks & Rec	NA	NA
Custodial	\$0.00	NA	NA

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Church Services & Annual Contracts

School	Church Name	Times of Service	Expiration Date of Building Contract
BPHS	Emanuel AME Church (2 yr extension to 2/9/07 granted by SB on 1/11/05)	Every Sunday (9:30 a.m. – 1:30 p.m.)	2/9/07
CFHS	New Horizon Ministries (two year extension granted by SB 3/28/06)	Every Sunday (8 a.m. – 1:00 p.m. and 5 - 9 p.m.)	5/31/08
MVHS	Restoration Faith Fellowship (also using KWBES on Wednesdays)	Every Sunday (9 a.m. - 1 p.m.)	2/5/07
NSHS	North Stafford Bible Fellowship	Every Sunday (9:00 a.m. - 1:00 p.m.)	3/13/07
SSHS	Stafford Crossing Community Church	Every Sunday (6:30 a.m. - 12:30 p.m. & 4:30 - 8:30 p.m.)	9/8/06
DMS	The Way Ministries	Every Sunday (10:00 a.m. - 12:30 p.m.)	11/27/06
GMS	Real Life Community Church	Every Sunday (6:45 a.m. – 12:00 p.m.)	9/4/06
HPMS	New Community Church	Every Sunday (8 a.m. - 12:30 p.m.)	11/1/06 (6 th year)
SMS	Northern VA Church of Christ	Every Sunday (8:30 a.m. - 2 p.m.) Every other Tuesday (7 - 10 p.m.)	9/2/06
TMS	St. Augustine in the Fields Episcopal Church (AKA New Episcopal Ministry)	Every 1 st & 3 rd Sunday (8:30 a.m. - 12 p.m.)	11/8/06
KWBES	Northern Virginia Church of Christ	Every Sunday (9 a.m. – 1 p.m. & 5 – 8:00 p.m.) Every Tuesday (7:00 – 9:00 p.m.)	2/2/07 (4 th year)
KWBES	Restoration Faith Worship (also using MVHS on Sundays)	Every Wednesday (7:30 p.m. - 9 p.m.)	11/13/06
MBES	Foundation Christian Fellowship	Every Sunday (8:30 a.m. - 2:00 p.m.)	12/3/06
FES	Open Door Community Church	Every Sunday (8 a.m. - 1 p.m.) Every Wednesday (beginning 4/9/06 - 7-9 p.m.)	10/23/06
MES	AGAPE Fellowship	Every Sunday (9:00 a.m. - 2 p.m.) Every Wednesday (7 –9 p.m.) Every Friday (7:30 - 9:30 p.m.)	6/1/06 (6 years)
SES	Deliverance Powerhouse Praise Ministry	Every Sunday (10 a.m. - 2:00 p.m.) Every Wednesday (7-9 p.m.)	10/16/06
WES	The Redeemed Christian Church of God	Every Friday (8 - 10 p.m.) Every Sunday (8:30 a.m. - 1:30 p.m.)	5/22/06
WCES	Living Hope Lutheran	Every Sunday (8:00 a.m. – 12:00 p.m.)	3/5/07 (7 th year)

Building Contracts Regular Users 2005-06 School Year

School	Girls Scouts (Meet Weekly)	Boy Scouts (Meet Weekly)	Other Contracts* (> 1 event per year)
Kate Waller Barrett Elementary School	2	1	3
Margaret Brent Elementary School	3	2	0
Falmouth Elementary School	3	1	1
Ferry Farm Elementary School	5	0	0
Garrisonville Elementary School	4	0	1
Grafton Village Elementary	0	0	3
Hampton Oaks Elementary School	6	7	1
Moncure Elementary School	2	1	0
Park Ridge Elementary School	4	1	0
Rockhill Elementary School	1	0	3
Rocky Run Elementary School	5	2	1
Stafford Elementary School	9	2	0
Winding Creek Elementary School	5	2	0

TOTALS 49 19 13

*NOTE: The total in this column is comprised of HOA, swim teams and a few Saturday events held by the boy scouts/girl scouts.

AAU Basketball Hours for 2006				
	Schools	CCC	Total	
January	49	14	63	
February	214	22	236	
March	247	24	271	
April	127	34	161	
May	78	20	98	
June	30	14	44	
July	12	16	28	
August	10	8	18	
September	0	0	0	
October	0	0	0	
November	12	8	20	2005
December	30	8	38	2005
Totals:	809	168	977	
HH Poole	138			
Melcher	260			
Gayle	29			
Drew	61			
Rodney Thompsor	192			
Stafford Middle	129			